

CITY CLERK
HONOLULU, HAWAII

DEPARTMENT OF EMERGENCY MANAGEMENT

CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET

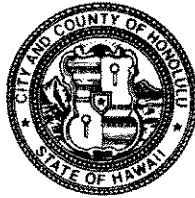
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MUFI HANNEMANN
MAYOR
RECEIVED

MELVIN N. KAKU
DIRECTOR

May 6, 2009

The Honorable Nestor Garcia, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

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CITY COUNCIL
HONOLULU, HAWAII

Dear Chair Garcia and Councilmembers:

Subject: Budget Communication No. 10, Council Budget Hearing Questions

This is in response to Budget Committee questions of April 13, 2009 regarding the Department of Emergency Management (DEM).

Question 4. a) Please provide a job description and associated documentation justifying the proposed salary range for the department's grant writer.

Answer: DEM is not seeking a department grant writer. DEM is seeking a "City-wide grant researcher" who is expected to perform tasks well beyond that of a departmental grant writer. The grant researcher will be seeking all possible pre-disaster grants for which all eligible City departments will benefit. A full description of the grant researcher's duties is provided in the attached "Notice to Consultants".

The current budget situation merits the need to seek supplemental funding to continue critical hazard planning and mitigation activities that will increase the City's overall disaster resilience.

Currently, there is no permanent grant researcher position in the City*. Therefore, a consultant is being sought to avoid further delays in improving the City's disaster resilience. The attached "Notice to Consultants" details the scope of services and anticipated outcomes.

* DEM has an Emergency Management Staff Officer-Grants Manager who manages and serves as the City's central processing point for DHS (Department of Homeland Security) grants. The position is 100% DHS grant funded and its respective duties and responsibilities require full-time employee allocation to the DHS program.

To attract qualified consultants, \$200,000 was sought for the FY 2009 budget based on source information from consultants, in addition to information from agencies that had past, successful experience with grant writers/contracted staff.

Kauai County	Approx 2004	EM1/annual pay scale	Permanent staff; no grant quota
Kauai County	2007-8	\$100,000/annual	Contract employee; no grant quota
Consultant #1	2009	10-12% of total quota	Equals \$300,000 for a \$6M quota
Consultant #2	2009	\$250,000/18 months	For \$6M quota

The FY 2009 allocation was approved at \$100,000, which deterred consultant interest. The FY 2010 budget request was to add to the FY 2009 funding, bringing the total to a competitive level.

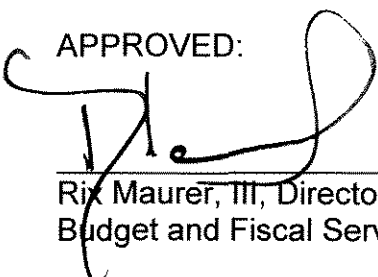
We request that the Budget Committee consider restoration of the proposed cut. As mentioned, the duties of the current DHS grant manager requires full-time staffing for only one grant source of which the primary purpose is to increase responder readiness; not to fund mitigation activities. The proposed grant researcher will be expected to conduct assessments, develop strategies, facilitate the development of grant applications, and facilitate project implementation on a City-wide basis in the interest of all eligible departments for all possible grant sources for all hazards.

To maximize the City's ability to improve disaster resilience during these economically challenging times, we respectfully ask for the Committee's consideration of our request to restore the budget for a grant researcher. Should you require further details or additional information, please feel free to contact me at 723-8960 or Faye Chambers at 723-8950.

Sincerely,

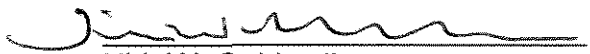

Melvin N. Kaku
Director

APPROVED:


Rix Maurer, III, Director
Budget and Fiscal Services

Attachment
Notice to Consultants

APPROVED:


Kirk W. Caldwell
Managing Director

NOTICE TO CONSULTANTS REQUEST FOR CONSULTANT SERVICES

Project: Grants Research and Development ("Grants Initiative Project")
Administered by the City & County of Honolulu, Department of Emergency Management

BACKGROUND

The City & County of Honolulu (City), has received several millions of dollars in Department of Homeland Security (DHS) funds over the past 6 years. This was a direct result of the tragic September 11, 2001 events that revealed serious deficiencies across the nation with regard to emergency preparedness, response, and recovery capabilities. To address those deficiencies, the DHS awarded grants to jurisdictions across the United States, from urban cities to rural counties, to provide much-needed funding for improving and increasing emergency response capabilities. The goal of DHS funding is to assist the jurisdictions in achieving and maintaining consistent and self-sustaining capabilities levels.

The grant dollars that were awarded to the City were highly focused on the emergency response disciplines and has significantly improved response capabilities. However, other equally important support disciplines that provide for disaster resiliency have not been adequately funded and capabilities in those areas remain deficient. Support disciplines include continuity of operations, continuity of government, emergency sheltering, mass management (evacuation plans/processes), and alert/warning plans/processes, to name a few. Two of the most significant shortfalls have been the absences of personnel and funding resources to implement and manage projects and initiatives for those disciplines.

As anticipated, DHS has continued to decrease annual grant dollars to its awardees over the past years. And now, as the City enters economically challenged times with reduced revenues, Departments are faced with cost-savings and cost-cutting requirements. The decreasing DHS grant dollars, combined with City funding reductions, will severely affect the City's ability to sustain its level of response capabilities and further erode the initiatives toward disaster resiliency. To best meet the cost deltas caused by grant and City Budget funding reductions, the Department of Emergency Management intends to procure professional contracted services to explore and secure other available grant dollar resources.

PURPOSE

The purpose of this contract is to secure the services of a Grant Consultant for 18 months, during which time the Consultant shall increase the City's grant dollar income by \$6 million or more.

TASKS OVERVIEW

This Request for Consultant Services for the City and County of Honolulu is for the sole purpose of seeking grant opportunities and securing grant funds.

The following major objectives shall be met:

- Identification of City departments' base capabilities and areas of improvement with regard to all-threat resiliency
- Submission of a preliminary report to the Director of Emergency Management with recommendations on proposed grant research direction and priorities
- Identification of grant opportunities for which the City is eligible to apply

- Development of grant applications
- Providing assistance to departments to initiate grant projects

The Consultant shall be responsible for gaining the requisite grant submission knowledge and skills that are required by the various grantors. For instance, the Federal Emergency Management Agency utilizes a web-based, electronic grant application development system entitled “e-Grants” (as the authorized representative of the eligible applicant—the City and County of Honolulu—the Director of Emergency Management may assign access rights to the Consultant).

QUALIFICATIONS

The Consultant must demonstrate the knowledge, skills, abilities; and, possess the necessary equipment to conduct gap analyses, conduct grant research, develop successful grant applications (applications that receive approval and award), and assist in grant project implementation (familiarity with City and grantor fiscal requirements and processes).

The Consultant shall possess skills to communicate, coordinate, and collaborate across multi-government jurisdictions; and, have working knowledge of the respective organizational and fiscal protocols.

SCOPE OF SERVICES

The City and County Department of Emergency Management will serve as the Grants Initiative administrator for this contract and a designated project manager will coordinate and oversee City administrative tasks for the duration of the contracted service, for which the consultant shall provide scheduled reports and invoice submittals.

The details of the scope of services are as follows:

1. **Initial Administrative Meeting**
Consultant will meet with the Grant Initiative project manager to collaborate on the project plan, responsibilities, budget, communications, and other related logistics.
2. **Preliminary Departmental Meeting**
Consultant shall be introduced to various City department representatives with whom further discussion/meetings will be required to gather information and data.
3. **Identification of City's Base Capabilities and Areas of Improvement (Gap and Needs Analysis)**
Consultant shall further meet with departments to obtain information on the status of their all-threat resiliency, their plans/strategy for improvement, and any foreseeable obstacles that prevent capabilities improvement. Best available data shall be utilized for those departments that have not developed plans or strategies.
4. **Report Findings**
Based on the gap and needs analysis, the consultant shall submit a preliminary report to the Department of Emergency Management. The report shall include (at minimum) analysis methodology, data/findings, references, and recommendations on proposed grant research direction and priorities. Submission of report to be in: a) Hard copy (3 sets); and b) Digital format—Microsoft Word on CD-R media (3 sets).
5. **Grant Applications Development and Technical Assistance**
Consultant shall develop grant applications and provide technical assistance to the departments. Technical assistance can include, but is not limited to, electronic data input

processes, posting electronic attachments, and conducting benefit-cost analyses (with assistance from the City).

6. **Grant Project Initiation**
Consultant shall provide assistance to departments in initiating grant project implementation. Assistance can include, but is not limited to, coordinating submission of required conditional documentation (e.g. final budget, final scope of work, National Environmental Protection Act statements/approvals, etc.); and coordinating between the grantor and applicant on grant acceptance documentation (e.g. MOAs, etc.).
7. **Grant Resource Matrix**
The Consultant shall develop a matrix for all grant resources explored to include: 1) Grants that were sought; and 2) Grants that could not be sought due to already expired deadlines or application periods which are beyond the Consultant's period of performance. Submission of matrix to be in: a) Hard copy (3 sets); and b) Digital format—Microsoft Word on CD-R media (3 sets).

SCHEDULE

Period of performance is 18 months from contract award date.

PROPOSAL REQUIREMENTS AND HOW TO SUBMIT

1. Introduction summarizing your firm's background, resources, and relevant experience (1 page maximum). *Qualified firms should demonstrate knowledge, skills, and experience with: a) Various grants (Federal, State, private); b) Grants submission processes (hard copy and electronic methods); c) Multi-jurisdictional collaboration processes; and d) Other relevant requirements as requested under this RFP.*
2. Examples of past projects or experience (3 pages maximum).
3. References from past projects or experience, preferably matching those projects used as examples in "#2" above (1 page maximum).
4. Proposed budget for the project professional services fees (1 page maximum).
5. Proposed schedule for the project, including project stages/phases, milestones, payment schedules (maximum 2 pages).
6. Current workload. If selected as the chief consultant for this project, how does it fit into your firm's current scheduled activities (1 page)?
7. Optional, additional supporting documentation of your firm's capabilities (5 pages maximum).
8. Submit all materials to the Department of Emergency Management, 650 South King Street, Honolulu, Hawaii 96813, Attn: Faye Chambers.
9. For further information, contact Faye Chambers at (808) 723-8950 or fchambers@honolulu.gov

PROPOSAL EVALUATION

All proposals are subject to fair evaluation by a selection committee per Section 3-122-45.01, Hawaii Administrative Rules.